

**Michigan Department of Education**  
Office of Field Services

**Migrant Education Database Security Access**

School District Code: \_\_\_\_\_

School District Name: \_\_\_\_\_

**Step 1** Name of the designated individual who is authorized to use the Migrant Education Database System to report data.

Name (type or print)	Title
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Email address	Phone number
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**Step 2** Access the Internet and go to the following URL: <http://www.meis.mde.state.mi.us/>

**Step 3** Click on the **USER MANAGEMENT** link. There you will be instructed on how to create a new account.

**Step 4** Once a MEIS account number is obtained, please enter the following requested information:

Designee's MEIS Account: \_\_\_\_\_

**Step 5** For the designated individual:

☐ Edit/Update

I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility. I further understand that by reporting data via the Internet, I am certifying that the data reported is correct. All information I obtain from the Migrant Education Database System shall be used only in the proper conduct of my organization's business.

☐ New Designee

☐ Replacement Designee

☐ Close MEIS Account: \_\_\_\_\_

\_\_\_\_\_  
Signature of Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's Maiden Name (for identification purposes only)

**Step 6** For the Superintendent or Chief Operating Officer:

I attest that the above named individual is authorized to submit pupil transportation information and data to the MDE.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Signature of Superintendent/Chief Operating Officer or Designee

\_\_\_\_\_  
Date

**Step 7** Mail or fax this form to:

**Ms. Linda Forward**  
**Michigan Department of Education**  
**Office of Field Services**  
**P.O. Box 30008**  
**Lansing, Michigan 48909**  
**Fax: (517)335-2886**  
**Email: [forwardl@michigan.gov](mailto:forwardl@michigan.gov)**